



187 Marsh Street, Clarksburg, ON, N0H 1J0
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519.599.7837

Position: Seniors' Lunch and Learn Program Facilitator

Position Type: Contract Employee

Reports to: Marsh Street Centre (MSC) Manager

Wage: \$21.00/hr subject to applicable withholding taxes

Contract Duration: June 2022 to December 2022, with possible extension

Working Hours: Mondays (excluding holidays) 9:30 AM – 2:30 PM in person at MSC
In addition, up to 2 to 3 hours per week working from home (or in the MSC office if preferred)

The Marsh Street Community Centre is a not for profit organization with the mission of providing affordable space for all members of our community to create and experience arts and culture. It is operated by a volunteer Board of Directors and offers venue rentals, special events and an array of programming for community members of all ages.

General Description

Funded by an [Ontario Trillium Foundation SEED grant](#), the Senior's Lunch and Learn program is a pilot program that aims to combat isolation and loneliness among seniors in our communities. Every Monday a group of up to 25 seniors meets at the Marsh Street Community Centre in Clarksburg for approximately one hour of light exercise, a nutritious catered lunch, and a presentation. There is a wide variety of seniors attending with ages ranging from early 60s to 80+.

Since its launch in February 2022 the program has created opportunities for connection, movement, learning and joy. Grant funding is in place until December 2022, with possibility of extension.

The Lunch and Learn Program Facilitator is responsible for hosting this weekly program. They are assisted by a rotation of 2-3 volunteers who help to prepare the room set up with tables, chairs and tablecloths. They prepare the dishes needed to serve the day's lunch and coffee/tea. The facilitator greets the participants, makes them comfortable and is on hand to assist throughout the program. They help the volunteers to serve the meal when needed and clean/put away the dishes following the lunch. They greet the day's presenter, set them up with microphone and projector if needed and handle introductions and thank yous.

Ideally the facilitator can also lead the exercise portion of the Lunch and Learn program; however, this is not a requirement.

Outside of the program on Mondays, the facilitator will work as part of a team with volunteers and MSC staff to source, recommend, select and arrange for presenters and catering for upcoming dates. They will handle basic administrative duties such as logging the weekly attendance numbers.

Duties:

1. Set up and clean up

- Opens the MSC facility at 9:30 and may also lock up the facility after the room is cleaned up, typically around 2:30.
- With assistance from MSC volunteers, prepares the auditorium for participants each Monday. Sets up chairs, brings out exercise equipment, sets up the lunch table, dishes for the meal, tablecloths, microphone if needed, etc.
- Cleans up the room following the event, with assistance wherever possible. Puts tablecloths in the laundry; runs dishes through the dishwasher and puts them away; clears away tables and chairs or resets the room for the next event; sanitizes and puts away exercise equipment, etc.
- Arrival and departure is approximately an hour before and after the program time to allow time to complete these tasks.

2. Greetings, Lunch, and Presenter/Activity

- Welcome participants to each session, checking in with them and making sure they are comfortable. Keep an attendance record for MSC and log of who plans to attend the next upcoming session.
- Take delivery of catered meal and set it out for participants, with assistance of program volunteers. Assist with serving as necessary. Some weeks the meal may be heated up on site by the facilitator and/or volunteers.
- Welcome the weekly presenter and assist them in preparing to present as needed (i.e. Set up projector, wireless microphone, other equipment as needed - training provided). Introduce the presenter to the session attendees.
- Thank presenter and record any feedback from them or the participants.

3. Exercise: ideally, this role would encompass leading the exercise portion of the program but this is not a requirement

- Guide participants through a 45-minute light, chair-based exercise routine, taking into consideration the needs and abilities of the group. Exercise equipment is available.

4. Program planning and administration

- With volunteers or MSC staff if required, identify and recommend potential presenters and caterers for future sessions to MSC Manager for approval within allotted budget.
- Contact approved presenters and caterers to make arrangements, follow up with presenters and caterers in advance of the session to confirm the expected number of registered participants and identify any special requirements of the presenter/caterer.

Job Requirements

- experience working with seniors
- possess or willing to obtain current First Aid/CPR training certificate
- reliable and personable
- able to lift up to 25 lbs
- clear criminal record and vulnerable sector check
- certification in appropriate exercise or physical therapy an asset
- Proof of Covid vaccination required

For more information about the Lunch and Learn program please visit
<https://www.marshstreetcentre.com/lunchandlearn>

The submission deadline for applications is 4:30 PM on Friday, May 20, 2022.

To apply, please forward a resume and cover letter in PDF format to
info@marshstreetcentre.com, quoting "Lunch and Learn Facilitator" in the subject line.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Marsh Street Centre Manager to ensure your accessibility needs are accommodated throughout this process. Personal information provided by the applicants is collected in confidence and will only be used for the purpose of candidate selection.

We thank all candidates for their interest; however only those selected for an interview will be contacted.